

9 November 1972

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MEMORANDUM FOR:
Chief, Records Administration Branch

SUBJECT: Recommendations from Records
Management Conference

1. Attached are the summarized recommendations derived from the final presentations of each Directorate at the recent Records Management Conference. These have been loosely organized by major topic heads for convenience in presentation.

2. The current planning is to hold a meeting of all Records Management Officers approximately mid-January in the Agency auditorium to provide you with a progress report on the implementation of these recommendations.

3. Thanks again for your participation and time.

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Special Assistant for Information Control

RECOMMENDATIONS FROM
RECORDS MANAGEMENT CONFERENCE

I. TRAINING

- A. Establishment of training course for all Records Management Officers.
- B. Active participation by Records Management Board in determining type and amount of training for records personnel.
- C. Development and issuance of Agency records management manual.

II. COMMUNICATIONS

- A. Continuation of annual Records Management Officers Conference.
- B. Guidance to records personnel regarding "division of labor" as it pertains to forms design, coordination, etc.
- C. Clarification and issuance by Records Management Board of Agency procedures instituted by that Board.

III. ORGANIZATION

- A. Continued consideration of possibility of Career Service Board for records managers.
- B. Continued search for new application of microfilm program -- total system approach.
- C. Microfilm coordination be moved to Records Administration Branch.
- D. Active role by Records Management Officers in identifying files that could be reduced to microfilm.

ADMINISTRATIVE -- INTERNAL USE ONLY

- E. Continuation of centralization of forms design and control.
- F. Broadening scope of vital records program by establishing committee to review vital records for Agency and provide guidance to records personnel.
- G. Identification markings on Archives material upon withdrawal from Archives to ensure return to Archives.
- H. Inclusion of records management programs in IG surveys.

IV. EXECUTIVE ORDER 11652

- A. Notification of the concerned component Records Management Officers of all actions taken in review of documents in accordance with EO 11652.
- B. Classification/declassification guide be worked into records scheduling and records officers be given guidance re this.
- C. Creation of an Agency general records schedule.